



DAVIS COUNTY HUMAN RESOURCES

Human Resources Director

Applicant Supplemental Questionnaire

Responses to the following questions are a required part of your application for this position. Your responses should focus on qualitative experience and quantitative accomplishments. Please number your responses consistent with the numbered questions below. Respond to each item using a narrative format and limit each response to one-half page maximum. Your responses should be typed.

For each of the following, please include your level of responsibility and authority. Please also describe your experience separately by employer. Be sure to include dates of your experience and the employer for whom it was performed.

1. Describe your experience developing and managing a large budget. Address expenditure levels and the size of the budget. Describe your role in the budgeting process.
2. Describe your experience supervising employees within the context of the questions listed below.
 - a. How many employees do you supervise? Are they full-time or part-time? What is your responsibility in setting performance expectations and evaluating performance?
 - b. What is your responsibility regarding employee onboarding and separation?
 - c. What is your responsibility regarding employee poor performance and discipline?
3. Describe your experience interpreting, implementing, and enforcing employment laws such as FLSA, FMLA, and ADA.
4. Describe your experience administering a comprehensive pay plan.
5. Describe your experience administering comprehensive health and wellness benefits plans, including requirements of the Affordable Care Act.
6. Describe your experience investigating sexual harassment and discrimination complaints.
7. Describe your experience administering a comprehensive recruitment and selection system.
8. Describe your risk management experience.
9. Describe your experience operating in a work environment subject to many regulations.
10. Describe your experience using technology to accomplish human resources functions.